



Instructions For MANAGE BUDGET in FPA PM Version 1.2

PREREQUISITE:

1. Make sure you have a completed run. Please note: We are still in the process of determining how many increments are needed for the budget submission to the national level. For now, it is suggested that you start with a minimum of 5 budget increments. If need be, copy your latest data set, go back into ENTER DATA, FPU, FPU ANALYSIS and change your budget increments to a number that gives you fewer increments. Then you'll need to rerun the analysis.

MANAGE BUDGET

-ASSIGN RESOURCES:

1. Enter MANAGE BUDGET TAB.
2. Look in ASSIGN RESOURCES to see if you have any unassigned resources. (Go into the Resource Summary Reports to find out which budget runs have unassigned resources). For each budget run with unassigned resources, you will need to go into that particular run and assign ownership.

MANAGE BUDGET

-LEADERSHIP AND FIRE SUPPORT

-VIEW LEADERSHIP AND FIRE SUPPORT:

1. Once you have all your unassigned resources assigned to a unit you can proceed on to the next tab, LEADERSHIP & FIRE SUPPORT.
2. If you click on VIEW LEADERSHIP AND FIRE SUPPORT, it gives you a summary of what you've "purchased". Each of your budget runs are displayed, with a summary of how much you have available to spend in both Leadership and Fire Support.
3. Click SELECT to the left side of the individual run that you wish to view. Then click on the VIEW LEADERSHIP AND FIRE SUPPORT button above the columns on the right hand side of the screen. This will give you a detailed list of positions/line items that you've purchased and the assigned owner.
4. Until you've actually purchased some Leadership and Fire Support positions/line items, you won't see much on this screen. This screen will become useful as you begin building your organizations.

MANAGE BUDGET

-LEADERSHIP AND FIRE SUPPORT

-UPDATE LEADERSHIP:

1. Select a run number that you wish to work on. You can click on any run to start with. You can then copy your "purchase list" to another run to save yourself some work. There are several ways you can work through this process. One logical approach would be to start with the smallest budget (run number 1) and work your way up the budget increment runs.

You would build a Leadership organization, and then copy it to the next more expensive budget (run number 2). When you enter the second run, you would add to that organization as you spend out the additional budget of the second run. Continue to copy the most recent run to the next run all the way through, working up to your highest run number and budget.

2. When you have selected a run, click on the UPDATE LEADERSHIP button. In this example, click on SELECT for RUN NUMBER #1.
3. Now click on the UPDATE LEADERSHIP tab.
4. The Fire Leadership category covers positions associated with fire leadership, policy and budgeting, organizing, and directing implementation for fire preparedness operations. These are “direct” positions, i.e. an expense that is specifically attributed to the delivery of a program or program output, such as personnel costs, including salary, benefits, training and travel. This would include FMO, AFMO, Aviation Officer and Fire Operations Officer positions. However, we are not listing exact position titles. Instead we are showing position categories. The exact title is something you’ll apply outside of the FPA PM program.
5. So now you’re in the UPDATE LEADERSHIP screen. This is where you spend out your Fire Leadership money. This money is currently being generated by a 4:1 ratio of fire resources to leadership, a 3:1 ratio of aerial resources to aviation management, and a 16:1 ratio of fire resources to upper level fire leadership. We would like your feedback on how this works for your FPU.
 - a. In this screen you “**Pick a Position**” by selecting a “**Position**” by category, select their grade level, assign an FTE quantity (anything between 0.01 and 99), and assign a Budget Owner. You can choose either one or several positions when you make your assignments.
 - b. You can make changes to the FTE quantity and recalculate the “**Position Cost**” by clicking in the Position Cost area. If you are trying to spend out your budget to zero, you can keep changing the FTE quantity and recalculate the Position Cost as many times as you need, looking at the position cost by clicking under that header. Then when you are satisfied, click on ADD POSITION.
 - c. When you get each position entered, click ADD POSITION.
 - d. The position is now listed in box below called “**Selected Position**”. This box summarizes the positions that you have purchased. You can select any position in the box at any time and delete it. You can select more than one at a time for deletion also.
6. If you scroll to the bottom of the screen, it will give you a summary of who owns which fire resources. This can help you in equitably assigning leadership positions.
7. The top of the screen shows you a summary of “**Leadership Total Spent**”, and “**Leadership Available**”. If you don’t spend everything in Leadership, the remaining money is available to spend in Fire Support.
8. When you are finished, click on SUBMIT. The instructions caution you to click SUBMIT frequently so that you don’t loose any data. If you leave this screen before clicking the SUBMIT button, you will loose your entries.

MANAGE BUDGET

-LEADERSHIP AND FIRE SUPPORT

-UPDATE FIRE SUPPORT:

1. Once you've finished spending your Fire Leadership allocation at Run number 1, you will want to spend out your Fire Support allocation. Currently you will receive an additional 35% of your Fire Resource and Fire Leadership budget to spend on Fire Support. We are in the process of evaluating the appropriate percentage to use. We would appreciate your feedback on how this works for your FPU.
2. Fire Support is direct costs for positions and items required to support initial response (including initial attack and wildland fire use). It is entirely funded by Preparedness. For example, fire planners, training/safety officers, timekeepers, dispatchers, fire cache personnel, and associated. Keep in mind that we are not covering large fire, extended attack, fire prevention, fuels, or emergency stabilization in this program.
3. In the LEADERSHIP AND FIRE SUPPORT screen, click on SELECT Run number Next click on the UPDATE FIRE SUPPORT button on the right side. This will take you into the UPDATE FIRE SUPPORT screen.
4. Fire Support works slightly different than Leadership. If you have unspent money in Fire Leadership it becomes available to spend in Fire Support. However, this does not work in reverse. Any unspent money in Fire Support does not stay in your budget, it goes away.
5. Across the top is a summary of how much money you have available to spend.
 - **Fire Support Total Spent** refers to how much money you have spent in this category. If this is your first time in this run, it should show zero.
 - **Fire Support Available** tells you how much money you have available to spend.
 - **Leadership Available** tells you if you have any leftover money from the Leadership category to spend on Fire Support.
 - **Leadership Used** tells you if you've spent any of that leftover Leadership on Fire Support. Once again, if this is your first time in this run then it should show as zero.
 - **Total available** is the sum of both Fire Support and Leadership dollars available to spend on Fire Support. This is the one to watch if you want to make sure and spend out all your money.
6. You will be able to purchase both positions and items in this screen. This process is similar to the UPDATE LEADERSHIP SCREEN. In addition to picking positions, you can also pick line items.
7. If you have a position that is typically paid as a Wage Grade, Wage Leader, or Wage Supervisor, you will need to pick an equivalent GS grade to represent their budget needs.
8. When you "**Pick Line Item**" you will need to give it a "**Unique Identifier**" as well as a "**Description**". You will need to make up your own protocol for the identifier. You might want to include a location or owner code for quick lookups. Then you will select an "**Owner**" and enter the cost.
 - Remember that the majority of supplies are applied as a percentage to each individual person, both at the fire resource level, and at the fire leadership and support level.

- Most “line item” entries would be programmatic and something that is not applied to individual personnel. This might include weather station maintenance or radio needs.
 - “One time costs” are not included in this category. They are submitted to the individual Regional/State officers outside the FPA PM software. One time costs are defined as direct or indirect costs required for the fire program that is not recurring. This includes one time purchases like dispatch radio equipment or transfer-of-station (relocation) costs.
 - Line Items provide you with the opportunity to spend out your available budget down to zero if needed.
9. At the bottom of the screen is a summary of the funding spent by each position.
 10. When you are finished, click on SUBMIT. The instructions caution you to click SUBMIT frequently so that you don’t lose any data. The program will then take you back to the LEADERSHIP AND FIRE SUPPORT screen which lists each run (increment).

MANAGE BUDGET

-LEADERSHIP AND FIRE SUPPORT

-COPY LEADERSHIP AND FIRE SUPPORT:

1. Once you’ve finished spending out both your Leadership and Fire Support allocations for the first run, you will then want to do the same for the second run.
2. Go into the LEADERSHIP & FIRE SUPPORT tab.
3. If you want to carry forward the same mix of personnel, etc., click on the SELECT button that is to the left of run number 1. Then click on the COPY TO button next to for run number 2. Next click on COPY LEADERSHIP AND FIRE SUPPORT on the right of the screen. The expenditures made in run number 1 are now copied into run number 2.
4. Even though you now have the previous run copied into this next run, you will see that you have more money to spend based on your increase in budget increment and the total amount spent by the optimizer. You should now be able to click on SELECT for run number 2 and either UPDATE LEADERSHIP or UPDATE FIRE SUPPORT. In run number 2 you will want to evaluate your additional needs based on the additional fire resources acquired in this run. You can either add to your existing purchases, or delete previous purchases and start over.
5. Repeat the above steps until all runs have fire leadership and support inputs.

MANAGE BUDGET

-OTHER PROGRAM SUPPORT:

1. Now that you’ve finished inputting Fire Leadership and Support, you will want to enter your “Other Program Support”.
2. Background:
 - Other Program Support occurs after optimization. It includes indirect assessments (as all costs required for fire program operations that are not attributable to a specific

program or output) and a few direct costs that were not included in Fire Support. Other Program Support is based on each agency's individual budget within an FPU. Each agency will individually identify the amount they need for Other Program Support. Agencies will provide their rules and can incur an agency-specific cap. The software then develops a composite percentage of total FPU budget.

- Other Program Support is calculated from the midpoint run of your budget analysis. Your midpoint run is the “shaded” increment run under the “LEADERSHIP AND FIRE SUPPORT” tab. The FPU composite percent is then added to the other budget increments. This is to maintain the economic integrity of the model.
- Agencies within an FPU may differ when defining the cost type (direct or indirect) for a given cost. This includes that portion of non-fire personnel (permanent, career seasonal, seasonal) funded by preparedness for part of a year and by other activity funds or agency indirect funds the remainder of the year. For example, personnel costs for employees involved in administration or supervision to support more than one program or output, including salary, benefits, training and travel. This also includes material, supplies and equipment costs incurred by more than one program area.
- Because the agencies have different definitions of what is included in direct and indirect, you may have some direct costs that were not accounted for in Fire Support.
- It is important that you work with your Budget and Fiscal folks in determining your needs for Other Program Support. Each agency has their own specific policy or guidelines on what is included in your indirect assessments. Some agencies incur a budget cap on how much can be spent on indirect assessments. Other agencies have specific rules on how to calculate indirect assessments (Cost Pools).
- In addition to indirect assessments, you will need to include your **Annual Facility Fixed Costs** for those facilities used by Fire Management. These costs are defined as the complete annual costs to maintain an existing facility. This cost and budget value will be user entered and contains a summation the following types of individual cost items:
 - Rents and/or leases
 - Utilities (sewer, water, etc.)
 - Recurring facility maintenance (cyclical maintenance such as painting, flooring replacement, etc.)
 - Facility supplies (toilet paper, cleaning, etc), facility maintenance supplies, landscape maintenance, and janitorial.

Depending on the agency, these costs can be considered direct or indirect. Please see your local agency budget lead if you aren't sure what to put in this category. For now, these costs should be included in the total amount requested. You will need to keep records of these costs.

- This screen will see some changes by version 1.4. We plan on splitting out entries between direct and indirect costs. Annual Facility Fixed Costs will be accounted for separately in this area since we don't have a unique entry at this time.
3. Earlier on the LEADERSHIP AND FIRE SUPPORT screen you saw a “shaded run”. This is your “midpoint” run. You will want to calculate your other program support needs against this run. You will determine your needs outside the software. Good recordkeeping will be important.

4. You should now move to the VIEW OTHER PROGRAM SUPPORT BUDGET ALLOCATION screen. If you remember from the training, each individual agency identifies the amount needed for Other Program Support.
5. You will see a list of “**Budget Owners**”, listing “**Target Percent**”, “**Target Cost**”, “**Agency Policy**”, And “**Comments**”. If this is your first time in this screen, you won’t see anything in some of these fields. Click UPDATE to enter in your data.
6. Now click UPDATE to move to the UPDATE OTHER PROGRAM SUPPORT BUDGET ALLOCATION screen. You have a choice of entering either “**Target Percent**” or “**Target Cost**”. Since we are asking you to include your Annual Facility Fixed Costs here as well, you may want to enter a total dollar amount, and not a percent. In the future we plan to have separate entries for facilities.
7. Once you’ve entered the amounts to be used for each agency, hit the SUBMIT button. You are now ready to go into the BUDGET REQUEST tab.

MANAGE BUDGET

-BUDGET REQUEST:

- A. Once you’ve completed all the previous steps for Manage Budget, you should be ready to submit your budget. **WARNING: Once you submit your budget request, you are not able to go back and edit this request.** Make sure you have provided adequate review of your analysis. Coordinate with your Geographic Area FPA “Steering Committee” prior to submitting your budget request.
- B. When you are ready to submit your budget request, click on the BUDGET REQUEST tab. In this screen you will see a summary of your analysis. You will want to click on the VALIDATE BUDGET DATA button. If you have any unassigned resources, over expenditures, missing data, or other errors, the program will list them here. You will need to correct these errors and then keep validating your budget data until the program determines it’s correct.
- C. Once you have passed through the validation stage, you should be ready to click on the SUBMIT AS BUDGET REQUEST button. The summary screen will be updated to show the data set status and who submitted the Budget Request. At this point you will want to go into GENERATE REPORTS and look at Detailed Reports, Budget Detail Report for your individual budget runs. Also take a look at Leadership and Support Summary Report under Summary Reports.

APPENDIX:

- A. **Direct Costs:** An expense that is specifically attributed to the delivery of a program or program output, such as personnel costs, including salary, benefits, training and travel.
- B. **Indirect Cost:** An expense that is necessary for operations and not attributable to a specific program or output, such as personnel costs for employees involved in administration that support more than one program or output, including salary, benefits, training and travel. Indirect Cost also includes material, supplies and equipments costs incurred by more than one program area.

C. Costs Outside of FPA-PM: For the current release of FPA-PM, the following annual FPU costs are treated as One Time costs. These costs will be requested separately and outside the FPA PM software. This list is still under development and the process for requesting these costs is still under development.

- Fire Prevention
- National Resources (IHCs, National Type II Helicopters, Smokejumpers, Airtankers)
- The preparedness portion of extended attack and large fires
- Emergency Firefighter (EFF) and Administratively Determined (AD) crews used primarily for Large Fire suppression.
- Trainees and developmental positions.
- Additional costs incurred for contracting fire resources
- One-Time costs, including Transfer-Of-Station (relocation) costs.

D. FPA Cost Reporting Categories:

FPA COST REPORTING CATEGORY	DESCRIPTION
Fireline Producers	Direct costs for activities required for fireline production. For example, hand crews and their equipment and supplies, helitack, and engines modules (engine, personnel, equipment, and supplies). Reference: FSH 1909.13 & FSH 5109.19 CH 10-draft (similar to FS Production) Direct costs for activities required for fireline production. For example, hand crews, helitack, and engines. Reference: FSH 1909.13 & FSH 5109.19 CH 10-draft (similar to FS Production)
Fire Leadership	Direct costs required for fire leadership. For example, FMO, AFMO, Aviation Officer and Fire Operations Officer, Region/State Fire Directors, etc. These activities are associated with fire leadership, policy, budgeting, organizing, and directing implementation for fire preparedness operations and national, state/region and resources and infrastructure.
Fire Support	Direct costs for activities required to support fireline production and entirely funded by Preparedness. For example, fire planners, timekeepers, dispatchers, fire cache personnel, etc.
Other Program Support	All costs required for fire program operations and not attributable to a specific program or output. Agencies within an FPU may differ when defining the cost type (direct or indirect) for a given cost. Cost type can be used to report those budget items within Other Program Support that are funded by preparedness. Includes that portion of non fire personnel (permanent, career seasonal, seasonal) funded by preparedness for part of a year and by other activity funds or agency indirect funds the remainder of the year. For example, personnel costs for employees involved in administration or supervision to support more than one program or output, including salary, benefits, training and travel. Also includes, material, supplies and equipment costs incurred by more than one program area. Reference: FSH 1909.13 & FSH 5109.19 CH 10-draft.
One-Time Request	A direct or indirect cost required for the fire program that is not recurring.

E. Position Categories for Fire Leadership:

Position Category	Description
Fire Leadership	Fire Leadership – FMOs, AFMOs, Fire Operation Specialist. The activities performed by these positions are associated with fire program leadership, planning, policy and budgeting, organizing, and directing implementation for initial response operations.
Aviation Management	Positions that provide direct program oversight. Note: includes Aviation Safety.

F. Position Categories for Fire Support:

Position Category	Description
Admin Support	Includes: Admin Assistant, Clerks, Information/Computer Tech, Automation Clerks, Program Assistant, etc. Note: For some agencies these positions are considered indirect assessments and should not be included here.
Aviation Support	Positions that support aviation operations used for initial response activities. These positions can include ramp managers, support crews and aircraft attendants that are not funded elsewhere.
Cache	Includes cache workers and managers, radio and telecommunication specialists. Associated cache supply costs should be included as line items.
Detection (Ground & Aerial)	Positions that provide ground and aerial detection in support of initial response activities. Associated aircraft rental/contract costs should be included as line items.
Dispatch	For Dispatch and Coordination Centers. Includes those positions that support initial response activities including RAWs.
Equip/Facilities Support	Equipment and Facilities – Unrelated to fire cache, includes construction personnel and vehicle mechanics who support initial response operations. Note: For some agencies these positions are considered indirect assessments and should not be included here.
Fire Planning	Fire Planners, GIS and Fire Ecologists who support initial response activities.
Fiscal Mgmt.	Includes Contracting / procurement, Fire Business Management, Fire Budget Analyst, Accounting Clerk, Budget Officer, and Grants and Agreements. Note: For some agencies these positions are considered indirect assessments and should not be included here.
Human Resources	Includes Personnel and Human Resource staff. Note: For some agencies these positions are considered indirect assessments and should not be included here.

Other	Positions that directly support initial response activities but are not included in any of the other categories.
Other Resource Support	Other resource positions that directly support initial response activities for a specified period of time.
Public Affairs/Education	Includes staff that work in these areas who directly support initial response activities. Note: For some agencies these positions are considered indirect assessments and should not be included here.
Safety	Safety – Staff responsible for ground safety and medical standards
Training	Training Specialists and training support positions